



Lancaster City Council

Housing and Property: Council Housing

Garage Allocation Policy

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Prepared by:	BB
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(01524) 582929



councilhousing@lancaster.gov.uk



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1. Introduction

- 1.1. This policy sets out Lancaster City Council's approach for the allocation of our garages across the district, where we own the land and the garage structure on it, which we are responsible for, and charge a weekly rent for. A full list of where our garages are, can be found here.

2. Objectives

- 2.1. We want to ensure that the process for allocating garages is clear is transparent and easy to comprehend for everyone involved.
- 2.2. We also aim to maximise rental income from garages by ensuring that the allocation and subsequent letting of garages is effectively managed.

3. Scope

- 3.1. This policy applies to the allocation of all council owned garages.
- 3.2. This policy does not apply to:
 - garage plots or communal garages in blocks of flats or individual garages that are within the boundary of a council property and let with that property.

4. Garage Applications

- 4.1. Anyone aged over 18 who lives or works within the Lancaster district can apply to rent a garage within the district.
- 4.2. Applicants will need to [download](#) and complete a garage application form, specifying the areas within the district where they would like to rent a garage. Completed garage application forms should be emailed to: challocations@lancaster.gov.uk

5. Allocations of Garages

- 5.1. When a garage becomes available for reletting, priority will be given in the following order:

a. Lancaster City Council (LCC) tenants

Priority will be given to LCC tenants who live within a one-mile distance of the garage.

If more than one tenant meets this criterion, applications will be prioritised on waiting time, with those waiting the longest being given priority.

If no LCC tenants live within a one-mile radius of the garage, then priority will be given to remaining interested LCC tenants based on waiting time.

b. All other residents

Priority will be given to residents who live within a one-mile distance of the garage.

If more than one resident meets this criterion, applications will be prioritised on waiting time, with those waiting the longest being given priority.

If no residents live within a one-mile radius of the garage, then priority will be given to remaining interested residents based on waiting time.

c. Non-resident applicants who work within the district

These applications will be prioritised on waiting time, with those waiting the longest being given priority.

6. Updating Garage Applications

- 6.1. If an applicant wants to update their garage application, they can email challocations@lancaster.gov.uk or telephone (01524) 582929 with the changes that they wish to make.
- 6.2. It is the responsibility of the applicant to ensure that the contact details we have are correct.

7. Reviewing and Removing Garage Applications

- 7.1. Garage applications will be reviewed every three years. If applicants do not reply to the review correspondence received, then their application will be removed from the waiting list.
- 7.2. If an applicant moves address, then they will need to contact us within three months to update their garage application. If they do not, their garage application will be removed from waiting list. If they wish to remain on the list, they will need to make a new application.
- 7.3. If an applicant does not respond to two garage offers, then their application will be removed from the waiting list.
- 7.4. If an applicant wishes to close their garage application, they can do this by emailing: challocations@lancaster.gov.uk or telephoning (01524) 582929.

8. Offering Garages

- 8.1. When a garage becomes available to reletting, we will contact the applicant with the highest priority as detailed in section five of this policy.
- 8.2. If the applicant is a Lancaster City Council tenant, they will need to have a clear rent account at the time of offer. If they do not have a clear rent account, then they will not be offered the garage tenancy.
- 8.3. We will contact the successful applicant using the email address they have provided or if they do not have an email address we will contact them by telephone. If the applicant does not respond to our email or telephone call within forty-eight hours, then we will assume that they are not interested in the garage that is available and we will move onto the next applicant.
- 8.4. For garage tenancies, if the applicant wishes to accept, we will email them a copy of the garage tenancy agreement for them to read prior to sign up. They will also be advised that garage rent is due monthly in advance and this must be paid via direct debit. We will also arrange a time for them to view the garage before making a final decision.

9. Garage Sign-Up

- 9.1. The sign-up process for a garage can take place at the garage or in one of customer contact centres. The applicant will need to provide photographic identification and confirmation of their address at the sign-up. The easiest way to provide this is a current photographic driving licence.
- 9.2. At the sign-up, the applicant will be advised of the terms and conditions of the garage tenancy agreement and the current rent for the garage. If the garage tenant is not a LCC tenant, then VAT will be applied to rent charges.
- 9.3. Payments for garages will only be accepted via monthly direct debit. Therefore, once the sign up has been completed, we will request that the Income Management Support Officer contacts the new garage tenant to arrange for a direct debit to be set up. Garage arrears will be dealt in line with our Income Recovery Policy.
- 9.4. If the applicant has any questions regarding the garage tenancy, they will be given the opportunity to ask these before signing the agreement. The applicant will be given a copy of the signed agreement and a set of keys to the garage.

10. Use of the Garage

- 10.1 Garages are provided for the garaging of private vehicles and cannot be used to store any petrol, lubricating oil or any other flammable liquids or materials other than in the tank of the motor vehicle itself.
- 10.2 Garage tenants must not permit or carry out any activities that will cause nuisance or annoyance to neighbours or the Council.
- 10.3 The garage and surrounding land cannot be used for any trade, business, advertising, illegal or immoral purposes and vehicle engines can only be run when entering or leaving the garage.
- 10.4 The garage tenancy agreement sets out the full responsibilities of the garage tenant.

11. Insurance

- 11.1. Garage tenants are responsible for door locks, glass and any window catches, their own vehicle and personal possessions, together with any property stored in the garage, and claims from a third party. Garage tenants are therefore advised to arrange insurance to cover these liabilities.

12. Succession and Assignment of Garage Tenancies

- 12.1. When the tenant of a garage dies, the tenancy of that garage will end. However, rent will be due until the keys of the garage are returned.
- 12.2. If the tenant of a garage is a Lancaster City Council tenant and they have a joint tenancy, the garage can be allocated to the surviving joint tenant. If there is no joint tenant but another family member can succeed their main tenancy, then they can also be allocated the tenancy of the garage, if they wish to rent the garage.
- 12.3. If the tenant of a garage is a resident or non-resident who works within the district, then this garage will not be allocated to any other family member and will be let in accordance with this policy. The family member can make their own garage application and join the garage waiting list.

13. Redevelopment of Garage Sites

- 13.1. We regularly review our garage sites to assess their viability. Where extensive repairs are required or the land is required for an alternative use, we may make the decision to redevelop the site.
- 13.2 In these circumstances, we will take all reasonable steps to consult with and identify a suitable alternative garage for garage tenants who are affected. However, we cannot guarantee that an alternative garage will be available and priority for alternative vacant garages will be given to Lancaster City Council tenants.

14. Swapping Garages Tenancies

- 14.1. If two garage tenants wish to swap their garage with each other, these requests will be dealt with on a case-by-case basis.
- 14.2. The garage tenants will both need to put the request in writing to Lancaster City Council by emailing challocations@lancaster.gov.uk. We will write to both applicants within 56 days of receiving the request to advise them of our decision. There is no right to request a review of this decision.
- 14.3. Garage tenants are not permitted to swap garages without Lancaster City Council's permission in writing. Where unauthorised garage swaps have taken place, we will take legal action to regain possession of the garages.

15. Exceptional Circumstances

- 15.1. In exceptional circumstances, Lancaster City Council reserves the right to depart from any aspect of this policy. The exercise of such discretion will be monitored to ensure that it is properly exercised within extremely limited bounds and authorised by a senior manager.

16. Policy Review

- 16.1. This Policy and associated procedures and guidance will be reviewed every three years or sooner if there are significant changes to legislation, regulatory changes, national policy changes or there is an operational need to do so.